

March 17, 2021

ULYSSES A. CAGASAN
Department Head
Department of Agronomy
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

Good day!

I am a graduate student of Bachelor of Science in Agriculture major in Agronomy at Visayas State University (VSU). I graduated last June 15, 2018 as Cum Laude. After college, I worked as a bank teller for four months at CARD Bank Baybay branch. My passion is in agriculture, so I decided to apply a scholarship offered by the DOST ASTHRDP-NSC. Luckily, I was favorably approved and pursued my graduate studies in Master of Science in Agronomy. Henceforth, I earned my MS degree this first semester, SY 2020-2021.

This letter is to inform you about my interest in the latest job vacancy (part-time instructor) you currently have in the department. I check your advertisement on VSU page and I am interested to apply for this job.

Despite the fact that I haven't teaching experience yet, I accept that I am prepared to take the duties of an educator as I have effectively outfitted myself with abilities and learnings which I have acquired through the series of lectures I attended in the graduate school previously. I believe that my passion, knowledge and skills will help me contribute a great deal to this job. With my educational background, I certainly believe that I am competent to meet challenging tasks and can perform well in the position you are offering.

I appreciate your time and look forward to hearing back. I am hoping for your favorable feedback with this application. I can be reached anytime via email at maanlimbasan24@gmail.com or my cellphone, 09076788254/ 09095823116. Thank you very much.

Respectfully yours,


MARY ANN I. LIMBASAN
